

MINUTES

REGULAR MEETING

FAIRHAVEN HOUSING AUTHORITY

September 16, 2021

Chairman Rousseau called the Fairhaven Housing Authority Regular Meeting of September 16th, 2021 to order at 2:00 p.m.

RECEIVED
TOWN CLERK

PRESENT: Chairman Jean Rousseau, Commissioner Anne Silveira, Commissioner Carol Alfonso and Commissioner Marc Scanlon.

2021 OCT 25 A 8:44

ABSENT: Commissioner Ronnie Manzone.

STAFF: Krisanne Sheedy & Jo-Ann Turgeon.

FAIRHAVEN,
MASS.

Tenants: Peter Baptista of Oxford Terrace and Judith Wordell of McGann Terrace.

The minutes were recorded by Jo-Ann Turgeon.

Chairman Rousseau stated the Board meeting is available to the general public in person or via remote. Chairman Rousseau introduced the members of the Board to the attending tenants.

Public Hearing-Annual Plan

The Director stated this is the second year that DHCD is expecting the housing authority to produce an annual plan and the components that reflect the specifics of the Authority's budget and the capital improvement plan. It is a public hearing to accept comments for changes that will be incorporated into the capital improvement plan to be submitted to the DHCD by the end of October. Tenant Judy Wordell asked if there was anything specific the Authority planned to do regarding Building 100. The Director stated currently the Cottages are a priority because they are the oldest of all the complexes. The Cottages need new roofs, new front and back doors and new furnaces. Building 100 recently got new windows, new roof fans, cameras and carpeting so at the moment there is nothing pressing. One of the things on the list in the future is a new roof at Building 100. Chairman Rousseau explained that the Annual plan encompasses all of the facilities and all of the projects the Authority would like to do. Oxford Terrace tenant Peter Baptista asked the Board if the Annual Plan included renovations on the properties, such as new sliders, new bathrooms and floors at Oxford Terrace. The Director informed the tenant those renovations are part of the MOD Phase Project through a grant that the Authority applied for to modernize Oxford Terrace. The Director stated the Annual Plan does include a list of all the plans for each project that the Authority would like to do.

Voted: Commissioner Alfonso made a motion to accept the Annual Plan. Motion seconded by Commissioner Scanlon. Vote unanimous.

Acceptance of the Minutes of the Regular Meeting of July 15th, 2021.

Voted: Commissioner Silveira made a motion to accept and place on file the Minutes of the Regular Meeting of July 15th, 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.

Tenant/Public Participation/ In Person or Remote
See Public Hearing/Annual Plan

Warrant & Operating Reports

Approval of the Warrant - Bills – July 15th, 2021 through September 10th, 2021

The Board reviewed the warrant for July 15th, 2021 through September 10th, 2021. Chairman Rousseau asked about Excel Elevator, the company that came in to do a repair at Dana Court. The Director stated Eagle Elevator merged with Excel so they are one in the same. He asked if the cost of the repairs were under contract or repairs above and beyond. Director Sheedy stated they were overtime repairs but she called them and was able to drop one of the charges which was about \$1700.00. Commissioner Scanlon asked if KP Law was an ongoing issue of some type. Director Sheedy stated they were legal proceedings for a potential eviction. Commissioner Silveira asked if the vertical blinds at Oxford Terrace were installed by a local company. The Director informed the Board the company is out of Foxboro and they are on the state contract list. Commissioner Alfonso asked about the Interior Resources USA invoice for \$9,280.00. The Director stated the invoice is for the tables for the Oxford Terrace community room.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from July 15th, 2021 through September 10th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

Approval of the Warrant - Bills –September 11th, 2021 through September 16th, 2021

The Board reviewed the warrant for September 11th, 2021 through September 16th, 2021.

Voted: Commissioner Silveira made a motion to approve and place on file the warrant for bills from September 11th, 2021 through September 16th, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

July and August 2021 Tenant Aging and Credit Account Balance Reports

The Board reviewed the Tenant Account Aging and Credit Account Balance Reports for July and August, 2021.

Voted: Commissioner Silveira made a motion to accept and place on file the Tenant Account Aging and Credit Account Balance Reports for July and August, 2021. Motion seconded by Commissioner Alfonso. Vote unanimous.

July and August Breakdown of Vacancy Numbers and Timing

The Utility Usage & Expense Spreadsheets for July and August 2021 were reviewed by the Board. The Director informed the Board the Authority is continuing to hold units vacant at Oxford Terrace in anticipation of using them as hotel units during the major renovation and some of the other units we are holding are getting new kitchens.

Voted: Commissioner Alfonso made a motion to accept and place on file the July and August Breakdown of Vacancy Numbers and Timing Report. Motion seconded by Commissioner Silveira. Vote unanimous.

Utility Usage and Expense –July and August 2021

The Director stated everything seems to be normal on the report.

Voted: Commissioner Alfonso made a motion to accept and place on file the Utility Usage and Expense Reports for July and August 2021. Motion seconded by Commissioner Scanlon. Vote unanimous.

Bad Debt Write Off

The Director explained the debt of \$143.00 was due to a death.

Voted: Commissioner Silveira made a motion to approve the Bad Debt Write Off. Motion seconded by Commissioner Alfonso. Vote unanimous.

Fenton Ewald & Associates – July 2021 Financials

The July 2021 financials from Fenton Ewald and Associates were reviewed by the Board.

Voted: Commissioner Alfonso made a motion to accept and place on the file the Fenton, Ewald & Associates July, 2021 Financials. Motion seconded by Commissioner Scanlon. Vote unanimous.

Fenton Ewald & Associates – August 2021 Financials

The Director stated she will talk to the accountant regarding the non-routine expenses in an attempt to clean it up a bit. The reserves are still looking healthy at 186%.

Voted: Commissioner Silveira made a motion to accept and place on file the Fenton Ewald and Associates August 2021 Financials. Motion seconded by Commissioner Alfonso. Vote unanimous.

Old Business

Security @ Complexes

The Director informed the Board there was an incident at Dana Court that was observed on camera. Damages were assessed, and the tenant has been billed. Another issue at Dana Court evolved around someone smoking on their balcony which was reported to the office. The police were called in and the Authority is working on resolving that issue. Commissioner Scanlon asked if people hanging around the buildings was a problem, noting it was mentioned in the tenant questionnaire. The Director informed the Board it is not a problem at the Authority.

Old Business

Pest Control

Director Sheedy informed the Board Waltham Pest was called in to deal with bees, yellow jackets and cock roaches and all have been resolved. Commissioner Alfonso stated there are wasps coming out from the ground through the cement at the west back door at Dana Court. The Director said she will call Waltham Pest.

Old Business

Bicycle Storage.

The Director stated there is nothing to report.

Old Business**Mass NAHRO Lawsuit-Update**

The Director stated the lawsuit was supposed to go before the magistrate in July but they are now looking at September. Supposedly there will be some progress on that if it is not postponed again. She will keep the Board updated.

Old Business**POD MOU w/FHVN BOH**

Director Sheedy had a long conversation with Dave Flaherty, the Town of Fairhaven Board of Health Agent, about the POD. He is under the impression they are going to revisit that with some new recommendations.

Old Business**Smoking**

Chairman Rousseau asked if there were any issues about smoking. The Director stated we have some smoking issues that are being followed up on, reminding tenants it is a clear violation of their lease. She tried to reach Detective Barboza, needing clarification on accessing our device the Authority acquired from him but he has not called back. Chairman Rousseau asked if the Authority initiated any new smoking cessation programs lately. The Authority has not. She will ask Resident Service Coordinator Kendra Rebello if she has any familiarity with smoking cessation programs.

Old Business**MOD Phase Project - Update**

The Board received a Total Project Cost Estimate Options Summary page for review regarding the cost of the MOD Phase Project. Commissioners discussed at length with the Director which option would be the best for the Authority.

Voted: Commissioner Scanlon made a motion to move forward with Option 2. Motion seconded by Commissioner Alfonso. Vote unanimous.

Old Business**Anthony Haven Fence Replacement**

The Director stated the fence replacement will be in the exact location as before. Installation is planned for the week of 9/13.

Old Business**Fire Hydrants**

The Director spoke with the town and was looking to set up a schedule of getting all the hydrants inspected but decided to hire a company and get the inspection done instead of waiting for the town. She hired Hydrant Services, they came and completed the inspections and recommended one hydrant at McGann Terrace be replaced because of its age. They also recommended they be painted. She spoke with the Town of Fairhaven about replacing that hydrant and they gave her a list of contractors that do that kind of work. She contacted one of the contractors who stated he can get to it in a month or so.

Old Business**Town Policy Televised/Recorded Board Meetings**

Chairman Rousseau discussed the televised/recorded board meetings again. He is not a fan of having the meetings televised but at this point he thinks it will be a while before the town hires any more people or equipment to make it happen so he would like to leave the topic on the agenda and wait to see what happens moving forward.

Voted: Commissioner Scanlon made a motion to put the item on the agenda for next month. Motion seconded by Commissioner Alfonso. Vote unanimous.

New Business**Annual Plan Changes/Approval**

See Public Hearing/Annual Plan.

New Business**Revised Reasonable Accommodation Policy/per DHCD**

The Board received a template of a housing authority Reasonable Accommodation/Modification Policy and procedures from DHCD for review. The Director stated the new policy will replace the existing Reasonable Accommodation Policy. The Board decided to give all Board members a chance to review the policy and keep it on the agenda for discussion next month.

Voted: Commissioner Silveira made a motion to keep the template of the Revised Reasonable Accommodation Policy from DHCD on the agenda for the next Board meeting. Motion seconded by Commissioner Scanlon. Vote unanimous.

New Business**Agreed Upon Procedure (AUP) Results**

Chairman Rousseau informed the Board he was very pleased with the AUP results from Gary DePace CPA, PC, noting it was a stellar report with no findings other than the fact that the Authority has no contract with the Director.

Voted: Commissioner Alfonso made a motion to accept and place on file the AUP results from Gary DePace, CPA, PC. Motion seconded by Commissioner Silveira. Vote unanimous.

Tabled Items

None.

Communications/Correspondence**July, August and September 2021 Newsletters**

Director Sheedy noted there was no July Mass NAHRO newsletter, just August and September. Commissioner Silveira asked if the Commissioners could receive the FHA newsletter before the board meeting date. The Director stated she will include them in their packets going forward. She informed the Board the Annual Conference is coming up but it is in person at Seacrest and she is not attending this year.

Voted: Commissioner Scanlon made a motion to accept and place on file the August and September, 2021 Newsletters. Motion seconded by Commissioner Alfonso. Vote unanimous.

Items/Documents/Forms Not Anticipated

None.

Directors Report – September 16th, 2021

The Board reviewed the Executive Director update dated September 16th, 2021. Chairman Rousseau asked if there are some permitting issues with the Anthony Haven parking lot. The Director said the Authority could use extra spaces there so to put in 4 there is not special permitting. If the Authority goes to 8 spaces, the Town Planner informed her there will be more permitting involved and would need a water management plan to keep water from cascading down. Commissioner Silveira asked if any spaces for electric cars will be set aside. Chairman Rousseau agreed that car manufacturers are leaning toward hybrid cars for the future. Chairman Rousseau asked if there was any cost estimate in replacing the fire hydrant. The Director stated there is not.

Voted: Commissioner Silveira made a motion to accept and place on file the Director's Report for September 16th. Motion seconded by Commissioner Alfonso. Vote unanimous.

Questions or Concerns of Commissioners

None.

Future Agenda Items

None.

Adjournment

Voted: Commissioner Alfonso made a motion to adjourn at 3:45 p.m. Motion seconded by Commissioner Scanlon. Vote unanimous.

Respectfully submitted,

Kris Sheedy

Krisanne Sheedy
Executive Director

KS/jt